

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional engineering services for the projects contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide **Four (4)** paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **8:00 am on Tuesday March 15, 2005.** Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendors must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the professional surveying services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 to \$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**SCOPE OF SERVICES
for
BRIDGE REHABILITATION DESIGN**

PROJECT LOCATION: Kent County
CONTROL SECTION, JOB NUMBER: 41029 – 82762D

Primary Prequalification Classification: Short and Medium Span Bridges.

Secondary Prequalification Classification: Maintaining Traffic Plans & Provisions.

MDOT Project Manager: Chris VanNorwick
Grand Region
1420 Front Ave., N.W.
Grand Rapids, MI. 49504
Phone: 616-451-3091
Fax: 616-451-0707

The anticipated start date of the service is 5/2005.

The anticipated completion date for the service is 12/2006.

DBE Requirement: [].

I. DESCRIPTION OF WORK

These structures are located in the City of Grandville which is located in Kent County.

CS: 41029 – S23

The work for the following structure shall consist of a design for a deep overlay, deck patching, concrete beam end repairs, substructure repairs, and maintaining traffic by part width construction.

CS: 41029 – S25

The work for the following structure shall consist of a design for a deep overlay, deck patching, concrete beam end repairs, substructure repairs, and maintaining traffic by part width construction.

II. CONSULTANT RESPONSIBILITIES

The scope of design services to be done by the consultant is as follows:

- A. Substructure repair quantities and deck patching quantities will be provided by the MDOT Region Office. However, hand chipping on the substructure units may require the need for temporary supports from below and will be designed by the consultant. Temporary support design for substructure repairs and or beam end repairs shall include the following bridges but is not limited to S23 of 41029 and S25 of 41029.
- B. Preparation of both contract plans and bid item quantities using Standard English units, as applicable. Stand-Alone Estimator's Worksheet (SAEW) shall be used to generate a bid item quantity database in both text (TXT) and comma separated value (CSV) formats.
- C. Provide solutions to any unique problems that may arise during the design of this project or that may affect the constructability of this project.
- D. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- E. Preparation of any design exceptions, specifications and/or special provisions required to supplement MDOT's Standard Specifications for Construction.
- F. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
- G. Preparation of permit requests. (MDOT will submit these).
- H. Necessary contacts with concerned agencies: eg. DEQ, municipalities, utilities, railroad, State Historic Commission. All contacts are to be documented. MDOT is to receive copies of minutes, record of conversations or memos documenting all contacts.
- I. Participation in meetings and field reviews at the site.
- J. Solutions to any unique problems, e.g. utility interference, staging for part width

construction.

- K. With concurrence from District Traffic Engineer, provide staging plans and specifications for maintaining traffic during construction.
- L. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.

The plans shall be submitted to MDOT as follows:

- A. Preliminary Plans shall be accompanied by an estimate of cost based on the quantities of major pay items shown on the plans.
- B. Final plans and Contract Quantities and any special provisions or supplemental specification that may be required.
- C. All work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards. All submittals to MDOT shall meet the attached quality assurance document. The Consultant shall maintain office records, submit monthly progress reports, and submit MDOT vouchers with their billings. The consultant is advised that MDOT considers plans 30% complete when the preliminary plans are distributed, and 95% complete when final plans are submitted for review.
- D. The consultant is to show the location and names of all existing utilities within the limits of the proposed work. The consultant will attend any utility meetings called to insure that the concerns are addressed on the plans involving utilities.
- E. All submittals to MDOT shall be dated and identified by structure number, control section, job number including phase, MDOT contract number, route and location.
- F. All minutes for project related meetings shall be typewritten, recorded, and submitted within two weeks of the meeting.
- G. A file containing project related correspondence, design, and any information resulting from research shall be submitted to MDOT with the final mylars.

The consultant shall be responsible for the following PPMS tasks:

P/PMS TASK 3390 - DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS

P/PMS TASK 3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN

P/PMS TASK 3552 - DEVELOP PRELIMINARY PERMANENT PAVEMENT MARKING PLAN

P/PMS TASK 3570 - PREPARE PRELIMINARY STRUCTURE PLANS

P/PMS TASK 3590 - REVIEW PRELIMINARY PLANS

P/PMS TASK 3822 - COMPLETE PERMANENT PAVEMENT MARKING PLAN

P/PMS TASK 3830 - COMPLETE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN

P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS

P/PMS TASK 3850 - DEVELOP STRUCTURE FINAL PLANS AND SPECIFICATIONS

P/PMS TASK 3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING

III. PROJECT CONSTRUCTION COST

A. The estimated cost of construction + CE is:

JN: 82762D	41029-S23	I-196 WB over 36th	\$611,000
	41029-S25	I-196 EB over 36th	\$611,000

The above construction total is the amount of funding programmed for this project. The Consultant is expected to design the project within the programmed amount.

If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter justifying the changes in the construction cost estimate.

IV. PROJECT SCHEDULE

The scheduled plan completion date for this project is (xxxxxx). The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

<u>Target Date</u>	<u>Task #</u>	<u>Description</u>
05-02-05		Notice to Proceed (approximate date)
05-09-05		Kickoff Meeting with Consultant Project Managers
	3390	Develop the Construction Zone Traffic Control Concepts
JN: 82762D		December 25, 2004

	3540	Develop Construction Zone Traffic Control Plan
	3552	Develop Preliminary Permanent Pavement Marking Plan
07-15-05	3570	Prepare Preliminary Structure Plans
08-02-05	3590	Review Preliminary Plans (Grade Inspection – Apprx.date)
	3822	Complete Permanent Pavement Marking Plan
	3830	Complete Construction Zone Traffic Control Plan
	3840	Develop Final Plans and Specifications
	3850	Develop Structure Final Plans and Specifications
09-31-05		Submit Final Plan/Prop Package to MDOT for final review.
10-18-05	3870	Omissions/Errors Check (OEC) Meeting (appr. date)
11-17-05		Final Construction Plan/Proposal package with recommendations incorporated to MDOT
12-16-06		Final Deliverables

V. PAYMENT SCHEDULE

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

VI. MONTHLY PROGRESS REPORT

On the first of each month, the Consultant shall submit a monthly project progress report to the Project Manager, Chris VanNorwick with a carbon copy to Tom Tellier Region Bridge Engineer of the Grand Region office.

VII. FORMAT

Full size plans (cut size 24" x 36") or half size (cut size 11" x 17") consisting of plan sheets and profile sheets will be required.

Other plan sheets that are required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Project specific Special Details.
- C. Construction staging and traffic control plans.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

All plans, specifications, and other project related items are subject to review and approval by MDOT.

VIII. UTILITIES

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.

IX. TRAFFIC CONTROL AND MDOT PERMITS

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services.

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Kathy Fulton, Utilities/Permits Section, Real Estate Division at (517) 373-7680.

X. PRE-QUALIFICATION AND SUBCONTRACTING OF CONTRACT WORK

Any task(s) for which the Consultant is not prequalified must be completed by a Subcontractor that is pre-qualified for that task(s). Any questions regarding prequalification should be directed to Erin Craig, Prequalification Manager, at (517) 373-0748.

The Department's prequalification is not a guarantee or warranty of the subcontractor's ability to perform or complete the work subcontracted. The Consultant remains fully responsible to the Department for completion of the work according to the *authorization* as if no portion of it had been subcontracted.

All subcontractor communications with the Department shall be through the Consultant to the MDOT Project Manager. This requirement may be waived if a written communication plan is approved by the MDOT Project Manager.

The Department may direct the immediate removal of any subcontractor working in violation of this subsection. Any costs or damages incurred are assumed by the Consultant by acceptance of the *authorization*. It is further understood that the Consultant's responsibilities in the performance of the contract, in case of an approved subcontract, are the same as if the Consultant had handled the work with the Consultant's own organization.

XI. MDOT RESPONSIBILITIES (GENERAL)

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. The Plan Review.
 - 3. Utility Meetings.
 - 4. Quantity summary sheets and final item cost estimates.
 - 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Coordinate any necessary utility relocation.
- E. Furnish diskette of file and instructions for the MDOT Stand Alone Estimator's Worksheet (SAEW).

VENDOR PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this

ATTACHMENT A

QUALITY ASSURANCE

MDOT is becoming increasingly concerned about the quality of the product produce both in-house and by its consultants. In an effort to insure that plans meet the quality required, MDOT requires the following:

- A. All plan sheets submitted for review; (i.e. – study stage, preliminary plan stage, and prefinal plan stage.) shall be independently checked by an Engineer other than the designer, and the plan sheets shall be initialed and dated by both the designer and the checker. Any details on the plan sheets that are not checked shall be noted as such.
- B. Any portion of a detail not specifically designed by, or that deviates from the bridge design system program shall be backed up by design calculations.
- C. All design calculations, computer input, and quantity computations must be independently checked.
- D. Computer output must be spot checked to see that results are reasonable.